**NAME: NAHDET FOWA FOUNDATION FOR HANDMADE RUGS AND CARPET PRODUCERS**

**TRAINING DATES 28 - 30 APRIL, 2016**

**COACHING DATES: 1-2 MAY, 2016**

## I. Basic Data:

Address: Kafr El Sheikh, Makraz Fowa, Behind Massaken Al Olowi خلف مساكن العلوي

Legal Status: Non-governmental Foundation established under Law # 84, 2002

Areas of work: Economic Development – Social Welfare – Social Development for Rugs' workers. The main purpose of the foundation is to upgrade the industry of rugs and carpets' manufacturing and upgrade the economic development of Kafr El Sheikh Governorate

Geographical Area of Activity: Kafr El Sheikh Governorate

Management Premises: Same address above

Number of founding members: 11 Board members 11

Major Purposes (included in the approved bylaws):

- Preparation of database on rugs/carpets industry producers
- Opening indigenous and outside marketing outlets (temporary and permanent)
- Providing comprehensive social assistance and welfare services to rugs/carpet manufacturers
- Training and rehabilitation of rugs/carpet workers and create second line with proper level fo experience
- Providing loans to rugs/carpet manufacturers and their families to allow for economic vitalization of the industry

## II. Premises and Organizational Structure

- The foudation's premises is housed within the office building of the Society of Future Business Women in Fowa. The Society Chairperson is Dr. Hala Fawzy Aboul Saad and is also the Chairperson of the Foundation. As such, the foundation is considered in its infancy stages and is benefiting from its relation with the Business Women NGO.

- The foundation has a well-furnished training center with a big area and an attached warehouse and office for the training management; which is considered a valuable asset foe the foundation enabling it to achieve its purposes
- The foundation has an effective organizational structure including:
    - Finance Manager (part time) who is employed by the city council
    - Accountant (being prepared to assume the finance manager position because of his retirement)
    - Marketing/Exhibition officer
    - Training officer

## III. Brief on Training and Coaching

In general the Foundation and the Business Women Society showed high level of commitment to attend and benefit from the training, as well as the coaching sessions. With regards to the training, participants' engagement was notably effective and a visit was made by the top level management during the training to check on participation and benefit from the training; again another sign of institutional commitment. Following is a list of the attendees:

| ***Name*** | ***Position*** | ***Coordinates*** |
|---|---|---|
| Mahmoud Abdel Aziz Ghazal | Internal Auditor, Future Businesswomen Society | Mob: 01006755717 |
| Reda Youssef Adbel Aziz | Export/Marketing officer, Nahdet Fowa Foundation | Redayoussef93@yahoo.com 01027346739 |
| El-Sayed Mahmoud Abdel Kerim | Accountant, Future Businesswomen Society | Elsayedmahmoud2020@gmail.com 01012915612 |
| Asmaa Mohsen Mohamed Omar | Accountant, (Youth Emplyment Project) Future Businesswomen Society | As_mohzi@hotmail.com 01004586884 |
| Sabah Mohamed El-Sayed Etsh | Accountant, Future Businesswomen Society | Sasa_mohamed2231@yahoo.com 01097336256 |
| Ahmed Anis Rabie Farahat | Accountant, Future | Ahmedfarhat769@gmail.com |

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|---|---|---|
| | Businesswomen Society | 01007839726 |

With regards to the coaching sessions, the consultant provided a detailed explanation regarding the documentary cycle and the financial books and records. These covered the current scope of the foundation, as well as in case of engaging in providing loans to micro enterprises. The consultant delivered all required forms for cash management (collection and disbursements), as well as bank checks.

The consultant also assisted the foundation in recording all financial transactions including its associated explanation notes, as well as opening accounting books and registers (including general journal, general ledger, fixed assets register, inventory register, and register for the analysis of general and administrative expenses); which are required by the Egyptian supervisory authorities including the Ministry of Social Solidarity and Egyptian financial Supervisory Authority (EFSA). The consultant also delivered a simple excel-based accounting sheets that help in recording transactions and producing Income Statements and Balance Sheets.

## IV. Relevant Recommendation

In general, the foundation has a potential to work in providing micro and small loans to its members, as well as the rugs/carpets manufacturers in Fowa for the following reasons:

- The mother NGO (Future Business Women Society) has prior experience in micro lending
- The Chairperson has prior experience in micro lending, energetic and committed to the success of the foundation
- The foundation provides intensive training to girls in Fowa which is a good platform for borrowers, as well as assistance in arranging for exhibitions and marketing events[1]
- The chairperson has a strong network including political and societal stakeholders which will materially benefit the foundation in its activities

With regards to the foundation preparedness to provide micro loans to its clients, it needs the following:

- Complete training modules in loan extension and collection; including client identification, recruitment, assessment, and loan processing

[1] The foundation is participating now in an exhibition in Cairo (Cairo Conference Halls)

- Training in loan application processing, assessing loan paper requirements, developing cash flow for the clients and assessing loan size
- Client follow-up during the loan cycles
- Loan documents' issuance and approvals (including loan requests, applications, and loan contracts)
- After receiving the appropriate training, the foundation also needs to apply for a license from the Egyptian Financial Supervisory Authority (EFSA) for a class "C" MFI license